

TOWN OF WINSLOW, MAINE
REGULAR COUNCIL MEETING
& PUBLIC HEARING
Minutes of Meeting
February 9, 2015

PUBLIC HEARING

1. Ordinance No. 1-2015: Providing for Revisions to Chapter 11, Article 2 of the Winslow Town Code, titled 'Street Excavations' by adding the underlined language and deleting the strikethrough in the attached section.

With no Public Comment Chairman Saint Amand closed the Public Hearing and called The Regular Meeting to order at 7:01 p.m.

REGULAR MEETING

1. Roll call attendance was taken with seven (7) members present.

Patricia Ayer, Ray Caron, Ken Fletcher, Jerry Quirion, Steve Russell, Gerald Saint Amand and Benjamin Twitchell.

Michael Heavener, Town Manager was present along with Police Chief Shawn O'Leary and Public Works Director Paul Fongemie.

2. Recite the Pledge of Allegiance.
3. Approval of Minutes of Previous Meetings

Motion by Mr. Quirion and seconded by Mr. Twitchell that the minutes of the meeting held January 12 be approved. Motion Carried. Unanimous.

4. Appointments

Motion by Mr. Quirion and seconded by Mr. Twitchell to appoint Pamela Smiley as Registrar of Voters for a 2-Year term. Motion carried. Unanimous.

5. Communications

- a. Legislative Report
- b. Other
 1. Copy of Minutes from Kennebec Water District meetings held December 18 & January 8.
 2. Copy of Minutes from Kennebec Sanitary Treatment District meeting held December 16.
 3. Copy of Minutes from Winslow School Board Meeting held October 27.

4. Copy of Winslow School Board Agendas for December 15.
5. Copy of Minutes from Planning Board meeting held December 3.
6. Copy of Minutes from Safety Committee meeting held December 10.

6. Reports of Committees and Commissions

a. Town Manager's Report

FORT HALIFAX PROJECT UPDATE

FUNDRAISING

To date we have only had three local businesses donate to the project for a total of \$700. We currently have \$11,709 available for the project. Our fundraising goal is \$97,000.

The Fort Halifax Park Committee is planning a Reenactment event at Fort Halifax on June 12th, 13th and 14th of this year. During this time the Pequawket Alliance, a militia unit of New France during the French and Indian War, will establish an encampment in the park. You can find the Alliance at living history events around New England. We intend to use this three day event to raise money for our project.

RR CROSSING

With the assistance of Town Councilor Jerry Quirion we had a very productive meeting with the Railroad regarding the Ft. Halifax crossing. The original estimate to move the crossing was around \$60,000. By the end of our meeting the cost will be around \$25,000. I was later informed by the Railroad that we may be required to pay an annual crossing fee of around \$3,500.

ARTIFACTS

As most of you may know, over the years the Maine Historic Preservation Commission has conducted archeological digs at the site of the Fort. Many artifacts have been found on Town owned property and they are being stored by the State. The State would now like to turn the artifacts over to Fort Western in Augusta so they can be properly maintained. Since some of the artifacts belong to the Town of Winslow we will need to sign a custody agreement so Fort Western can care for the artifacts. Linda Novak of Fort Western is agreeable to allowing the town to display some of the artifacts in Winslow on a rotating basis. There will be no cost to the town for the care and maintenance of the artifacts. I hope to schedule a time in February for the Town Council to tour the Fort Western facility before a vote is taken on the custody agreement.

GOOGLE APPS FOR WORK

We currently have three separate facilities (*Town Office, Library and PW Garage*) and each location has its own IT system. We do not have the ability to work collaboratively between the different systems on document creation and management. The result is we sometimes end up with several versions of a document on the different IT systems.

We do not have a centralized file distribution system for the sharing of files. For example, the Town Clerk currently tries to keep numerous code books up-to-date. This is a time consuming and daunting task every time an ordinance is amended. If we had a centralized system the Clerk would simply amend one file, which would be available to everyone instantaneously.

I currently cannot access my work email from my mobile device because our Firstclass email application is antiquated. Last year the School Department converted to Gmail from Firstclass because Gmail is more robust.

I recently began exploring the benefits of Google Apps for Work (*see attached brochure*). I believe this suite of cloud applications would be a solution to the issues I described above. The cost per user is \$8.57 per month. I estimate our annual cost would be \$5,450.52. We would maintain our current domain name @winslow-me.gov. Each Town Councilor could have a Town email account which would protect their home computers from FOA requests.

I intend to discuss this further at our meeting on February 9th.

NEW GROUP PICTURE

At the end of the Town Council meeting on February 9th, I will be taking a group picture of the Council. I will also take individual pictures for those who wish to update their picture on the town's website.

DELINQUENT PERSONAL PROPERTY TAX PAYERS

Attached to this report is a list of Delinquent Personal Property Tax Payers from FY 2010 through FY 2014. The list contains 35 accounts and 50 bills. Total unpaid is \$32,894.48.

A great deal of time and energy is spent trying to collect past due amounts. This is a consistent issue for communities throughout Maine. Unlike Property Taxes, we cannot foreclose on Personal Property for unpaid taxes. Deputy Tax Collector Linda Gagne and I continue to pursue the collection of unpaid personal property taxes.

Department Reports

Reports were received from the Assessor, Police Department, Public Works, Parks & Recreation, Code Enforcement, Fire Department and Library.

- b. Treasurer's warrant approved and signed by the Finance Committee during the Month of January.

No. 13.....	\$	810,035.22
No. 14.....	\$	<u>517,002.33</u>

Total	\$	1,327,037.55
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- c. Financial Report

Motion by Mr. Russell and seconded by Mr. Twitchell to approve all reports.

Motion carried. Unanimous.

TABLED BUSINESS

1. Order No. 7-2014: Providing for the Authorization for the Town Manager to Re-Roof the Fire Department Roof with a fully tapered EPDM Roof at a cost not to exceed \$84,000. (Second Reading) Sponsored by Gerald Saint Amand.
2. Ordinance No. 8-2014: Providing for adding a new section to the Winslow Zoning Ordinance Chapter 14, Building and Property Maintenance Ordinance. (First Reading) Sponsored by Ben Twitchell.

UNFINISHED BUSINESS

1. Ordinance No. 1-2015: Providing for Revisions to Chapter 11, Article 2 of the Winslow Town Code, titled 'Street Excavations' by adding the underlined language and deleting the strikethrough in the attached section. (Second Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Twitchell and seconded by Mr. Caron to adopt Ordinance No. 1-2015. Mr. Quirion recused himself from the issue. A roll call vote was taken.

Steve Russell--Yes	Patricia Ayer—Yes
Ken Fletcher—Yes	Ben Twitchell--Yes
Ray Caron—Yes	Gerald Saint Amand—Yes

Motion passed, 6 – 0.

2. Order No. 1-2015: Providing for Authorization for the replacement of Approximately 2,400 feet of Public Sewer Line on the Augusta Road at a cost not to exceed \$400,000. (Second Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Twitchell to adopt Order No. 1-2015. Mr. Quirion recused himself from the issue. A roll call vote was taken.

Steve Russell—Yes	Ken Fletcher—Yes
Ben Twitchell—Yes	Ray Caron—Yes
Patricia Ayer—Yes	Gerald Saint Amand—Yes

Motion passed, 6 – 0.

3. Order No. 2-2015: Providing for Authorization for the Tax Collector to Apply a Tax Payer's Oldest Outstanding Unpaid Tax. (Second Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Twitchell and seconded by Mr. Caron to adopt Order No. 2-2015. A roll call vote was taken.

Ben Twitchell—Yes Jerry Quirion—Yes
Patricia Ayer—Yes Ken Fletcher—Yes
Ray Caron—Yes Steve Russell—Yes
Gerald Saint Amand—Yes

Motion passed, 7 – 0.

NEW BUSINESS

1. Order No. 3-2015: Providing for Authorization for the Town Council Chair to sign an Employment agreement with Michael W. Heavener (hereinafter called the “Manager”) to perform the services of Town Manager. (First Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Twitchell to accept the First Reading of Order No. 3-2015. A roll call vote was taken.

Patricia Ayer—Yes Steve Russell—Yes
Jerry Quirion—Yes Ben Twitchell—Yes
Ken Fletcher—Yes Ray Caron—Yes
Gerald Saint Amand—Yes

Motion passed, 7 – 0.

2. Resolution No. 4-2015: Providing for Application for a Restaurant (Class I, II, III, IV) Liquor License (Renewal) by Luck Panda Inc d/b/a Lucky Panda, 1 Cushman Road, Unit 2. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Russell and seconded by Ms. Ayer to adopt Resolution No. 4-2015.
Motion carried. Unanimous.

3. Resolution No. 5-2015: Providing for The Acceptance of Forfeiture Assets Obtained by The Kennebec County District Attorney’s Office. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Ms. Ayer to adopt Resolution No. 5-2015.
Motion carried. Unanimous.

4. Resolution No. 6-2015: Providing for Authorization for the Town Manager to sign a Construction Overlimit Permit Agreement with the Maine Department of Transportation. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Russell and seconded by Mr. Fletcher to adopt Resolution No. 6-2015.
Motion carried. Unanimous.

5. Resolution No. 7-2015: Providing for Authorization for the Town Manager to accept a Donation from the Calvert Social Investment Foundation to Benefit the Winslow Parks & Recreation Field Hockey Fund. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Ms. Ayer to adopt Resolution No. 7-2015.

Motion carried. Unanimous.

6. Resolution No. 8-2015: Providing for The Use of Confiscated Funds Acquired by the Winslow Police Department. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Caron and seconded by Mr. Twitchell to adopt Resolution No. 8-2015.

Motion carried. Unanimous.

DISCUSSION

The Council asked Mr. Heavener to send a letter requesting a meeting with Michael Tanchuk and Michael Duguay of Summit Natural Gas.

ADJOURNMENT

Motion by Mr. Quirion and seconded by Mr. Twitchell to adjourn the meeting.

Motion carried. Unanimous.

The meeting adjourned at 8:05 p.m.

ATTEST: _____
Deputy Town Clerk of Winslow Maine